

POSTING DATE: August 30, 2021

CLOSING DATE: September 13, 2021



## BUDGET AND PROCUREMENT DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1546

**TITLE:** DIVISION ASSISTANT DIRECTOR

**FACILITATOR:** Kate Boeckman  
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**DESCRIPTION:** A Division Assistant Director position exists within the Missouri State Highway Patrol's Budget and Procurement Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is very responsible administrative work in governmental accounting and in assisting with the management of the Budget and Procurement Division (BPD). This position provides support to the director in planning, coordinating, and directing the activities of assigned programs and personnel, which include the following areas: budget preparation and implementation, legislative process, internal auditing procedures, allocation monitoring, and accounting function. The employee must exercise considerable independent judgement and discretion. Work is performed under general administrative direction.

Click [HERE](#) for a more detailed job description.

**QUALIFICATIONS:** Possess a Bachelor's degree in a related field, and three years experience in duties related to the position; or possess seven years experience in duties related to the position.

Preference may be given to those possessing supervisory experience.

**SALARY RANGE (Semi-monthly):** The minimum starting salary will be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of September 13, 2021. The tentative start date for this position is within 30 days of the interview.

**ADDITIONAL INFORMATION:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.